

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

APPLICATION FOR THE GRANT / RENEWAL OF A BOOKING OFFICE LICENCE

Please read the accompanying guidelines before completing this form. Should you require extra space to answer any questions, please provide additional details on a separate sheet.

Part A

To be completed if a natural person (individual)

Surname (include any other surname you have been known by)

Forename _____

Home Address _____

_____ Postcode _____

Tel. No. _____ Email address _____

Date of birth _____ Age _____

Place of birth _____

Is applicant to carry out day-to-day
management of the activity?

YES NO

**To be completed if a non-natural person
(organisation, company, partnership etc)**

Name _____

Address of Principal registered office _____

_____ Postcode _____

Telephone number of principal registered office _____

Email address of principal registered office _____

Names, home addresses and dates of birth of all directors,
partners or other persons responsible for management:

Part B

To be completed by the day-to-day manager of the activity

Surname (include any other surname you have been known by)

Forename _____

Home Address _____

_____ Postcode _____

Tel. No. _____ Email address _____

Date of birth _____ Age _____

Place of birth _____

Part C

Grant or Renewal of License

State the address which is to be used for the activity

State the number of vehicles used in respect of bookings taken i.e.
how many vehicles does the booking office have available for hire? _____

Specify days and times when it is proposed the premises will be open for the
purposes of the above license:

(a) To the public

Day(s)	Time(s) from - until

(b) For telephone / radio bookings

Day(s)	Time(s) from - until

For Renewal applications

Provide HMRC Tax Check Code _____

Part D – Declarations

Subject to the provisions of the Rehabilitation of Offenders Act 1974, has any party name in this form ever been convicted of any crime or offence?

YES NO

If Yes, provide particulars below. NB – All crimes and offences must be declared:

NAME	DATE	COURT	OFFENCE	SENTENCE

Has any party named in Parts A or B ever held or currently hold a licence for a Booking Office? YES NO

If Yes:

When was the licence granted _____

When does it expire _____

Which authority granted the licence _____

Has any party named in Parts A or B ever applied for and been refused a licence for a Booking Office?

YES NO

If Yes:

Name of applicant _____

When was it refused _____ When does it expire _____

Which authority refused the licence _____

Delete as applicable:

- A) I/We declare that I/We shall, for a period of 21 days commencing with date hereof, display at or near the premises so that it can be conveniently read by the public, a Notice complying with the requirements of Paragraph 2(2) of Schedule 1 of the Civic Government (Scotland) Act 1982

- B) I/We declare that I/We are unable to display a notice of this application at or near the premises because no access is available. The following action was taken to try to gain access, but was unsuccessful:

I/We declare that the particulars given by me on this form are correct to the best of my/our knowledge and belief.

Signature of applicant _____

Signature of day to day manager _____

Any person who in, or in connection with the making of this application makes any statement which he/she knows to be false or recklessly makes any statement which is false in a material particular shall be found guilty of an offence and liable, on summary conviction.
